

Non-Canadian/Non-Cdn Permanent Residents to University of Waterloo – Permits and Paperwork Required – (This is a checklist only; please contact Fran Hannigan – fhanniga@uwaterloo.ca – regarding any foreign visitors after completing the foreign visitor checklist)

Non-Canadian Visitors	Nature of Visit	Formal Invite/ Appt (offer letter, non-degree admittance)	UHIP sign up required (3 weeks plus) in all offer letters	Immigration papers req'd (counterfoil entry stamp, ETA, etc.)	Work Permit req'd (obtained by visitor)	LMIA req'd (\$1000)	Compliance Fee req'd (\$230)	Visit Types (For Doc Retention on OnBase)	Allowable Reimbursements, Honoraria, Living Allowance, Remuneration
Professors									
Visiting Professor on Sabbatical	Will be teaching/lecturing anytime during visit	YES	YES	YES	YES	Exempt C22	YES	Visiting Prof - paid	Any
Visiting Professor on Sabbatical	Conducting his/her own research only	YES	YES	YES	NO < 6 mths Yes > 6 mths	NO Exempt C22	NO YES	Visiting Prof - unpaid	None Reimbursements
Visiting Professor not on sabbatical	Maybe conducting own research or collaborating	YES	YES	YES	YES	Exempt C22	YES	Visiting Prof - unpaid	Any - Limited
Visiting Scholar/ Scientist/Researcher	Maybe conducting own research or collaborating	YES	YES	YES	YES	Exempt C22	YES	Visiting Prof – unpaid/paid	Any
CRC / CERC		YES	YES	YES	YES	Exempt C31	Exempt		Any
Students									
Visiting Scholar/ Scientist/Researcher	Research for home institution	YES	YES	YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE		None None
Visiting UG Student	Enrolled (study permit)	YES	YES	YES	Exempt	Exempt	Exempt		Any
Visiting UG Student	Not Enrolled – study permit ineligible	YES	YES	YES	NO < 120 days YES > 120 days	Exempt MAYBE	NO MAYBE	Global Skills	Any MAYBE
Visiting Grad Student	Enrolled (study permit) IVGS	YES	YES	YES	Exempt	Exempt	Exempt		None
Visiting Grad Student	IVGS – study permit ineligible	YES	YES	YES	NO < 120 days YES > 120 days	Exempt Exempt C44/C21	NO YES	Global Skills Award Recipient	Any Any - Limited
Student Researcher	Not enrolled	YES	YES	YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE	Visiting Researcher	Any MAYBE
Student Internship/Co-op	Enrolled with another Cdn Institution	YES	NO	YES	YES	Exempt C32	Exempt		Any
Student Internship/Co-op	Enrolled with an Int'l institution	YES	YES	YES	YES	MAYBE	MAYBE		MAYBE
RA/TA	Enrolled or completed degree with any Cdn Institution (study permit/PGWP)	YES	YES	YES	YES	NO	NO	RA/TA - Enrolled	Any

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RA/TA	Not enrolled, not completed degree with Cdn Institution	YES	YES	YES	NO < 120 days YES > 120 days	NO YES	NO NO	RA/TA	Any Any
Temporary Workers (DT)									
Postdoctoral Fellow		YES	YES	YES	YES	Exempt C44	YES	PDF	Any
Worker – Paid	Research only Work other than research	YES YES	YES YES	YES YES	NO < 120 days YES > 120 days	NO YES	NO Exempt		Any Any
Worker – not paid	Research only Work other than research	YES YES	YES YES	YES YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE		Any MAYBE
Visiting Research Professors		YES	YES	YES	YES	Exempt C22	YES		Any
Visiting Research Associate		YES	YES	YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE		Any MAYBE
Visiting Research Assistant		YES	YES	YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE		Any MAYBE
Research Award Recipient		YES	YES	YES	YES	Exempt C44	YES		Any
Fullbright Award Recipient		YES	YES	YES	YES	Exempt T11	YES	PDF	Any
Guests/Visitors/Short term									
Academic Business Visitor	Research for own gain – self supported	YES	YES	YES	Exempt R186(a)	NO	NO	Academic Business Visitor	None
Self-Funded Researcher (here < 6 months only)	Research for own gain – self supported	YES	YES	YES	Exempt R186(a)	NO	NO	Visiting Scholar	None
Academic Examiner/Evaluator	PhD Defense, Academic Program Evaluator	YES	YES	YES	Exempt R186(n)	NO	NO	Academic Examiner	Any
Guest Speaker (5 days or less)	Conference, Workshop, Guest Lecturer	YES	YES	YES	Exempt R186(j)	NO	NO	Guest Speaker 5 days or Less	Any
Guest Speaker (more than 5 days)	Guest Lecturer teaching for > than 5 days but < 1 term	YES	YES	YES	YES	Exempt C22	YES	Guest Speaker > 5 days < 1 term	Any
Guest Lecturer	Teaching for 1 term, max	YES	YES	YES	YES	Exempt C22	YES	Guest Lecturer	Any
Member of Exec Committee / Board of Directors	Attending Board Mtg, Organizing a Board Mtg	YES	YES	YES	Exempt R186(k)	NO	NO	Academic Examiner	Reimbursements

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Conference Attendee/Presenter/ Organizer	Conference, Workshop or Seminar must be 5 days or less in length	YES	YES	YES	Exempt R186(a)	NO	NO	Academic Business Visitor – Conf. Att.	Reimbursements
Conference Keynote Speaker	Conference, Workshop or Seminar must be 5 days or less	YES	YES	YES	Exempt R186(j)	NO	NO	Academic Business Visitor – Conf. Att.	Any

REGULAR HIRES:

Non-Canadian	Formal Invite/Appt (offer letter, non-degree admittance)	UHIP sign up required (3 weeks plus) in all offer letters	Immigration papers req'd (counterfoil entry stamp, ETA, etc.)	Work Permit req'd (obtained by employee)	LMIA req'd (\$1000)	Compliance Fee req'd (\$230)	Visit Types (for Doc Retention on OnBase)	Allowable Reimbursements, Honoraria, Living Allowance, Remuneration
Professors								
Definite Term Professors (NAFTA/USMCA, CCFTA)	YES	YES	YES	YES	Exempt T23	YES		Except Living Allowance, Honoraria
Tenure Track Professors (NAFTA/USMCA, CCFTA)	YES	YES	YES	YES	Exempt T23	YES		Except Living Allowance, Honoraria
Tenured Professors (NAFTA/USMCA, CCFTA)	YES	YES	YES	YES	Exempt T23	YES		Except Living Allowance, Honoraria
Definite Term reappointments (NAFTA/USMCA, CCFTA)	YES	YES	YES	YES	Exempt T23	YES		Except Living Allowance, Honoraria

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Definite Term Professors	YES	YES	YES	YES	YES	Exempt		Except Living Allowance, Honoraria
Tenure Track Professors	YES	Yes	YES	YES	YES	Exempt		Except Living Allowance, Honoraria
Tenured Professors	YES	Yes	YES	YES	YES	Exempt		Except Living Allowance, Honoraria
Temporary Staff Positions								
Lab Assistant/Technician	YES	YES	YES	NO < 120 days YES > 120 days	NO MAYBE	NO MAYBE		Except Living Allowance, Honoraria
Temporary Employment Hire with valid Study Permit	NO	NO	YES	NO	NO	NO		Except Living Allowance, Honoraria
Temporary Employment Hire without valid Study Permit	YES	YES	YES	YES	YES	Exempt		Except Living Allowance, Honoraria
Temporary Employment Hire with valid Open Work Permit	YES	YES	YES	YES	NO	NO		Except Living Allowance, Honoraria
Temporary Employment Hire without valid Work Permit	YES	YES	YES	YES	YES	Exempt		Except Living Allowance, Honoraria